



**Arkansas Wireless Information Network  
Three County Pilot  
Project Charter**

Prepared by Penny Rubow

August 02, 04

## **Executive Overview**

The State of Arkansas has developed a plan to improve the protection of the public with a radio communications system that enhances day-to-day operations for first responders statewide, and provides reliable interoperability during emergency situations. The Arkansas Wireless Information Network (AWIN) Three County Pilot Project will provide the initial efforts to bring the interoperable network to the first responder level. The purpose of the project is to work with Craighead, Lonoke, and Miller counties in building a fully interoperable radio system, based on Project 25 standards, for all public safety agencies in these counties. This project will provide additional infrastructure needed at the county level, upgraded dispatch units and connectivity to the AWIN. Each county system will be considered part of the overall AWIN system. Further, a repeatable process will be identified that can be used as other counties subscribe to AWIN. The pilot project is funded using Office of Domestic Preparedness (ODP) funds. The county judges in these counties have already executed Memorandums of Understanding (MOU) with the Arkansas Department of Emergency Management.

This project will be completed in phases. Each phase will have activities and tasks defined, as well as deliverables will be identified.

This charter is based upon the following principles:

- Appropriate involvement by all stakeholders.
- Team members should plan to attend all meetings and should have a backup person attend in their place if they are unable to attend.
- The agenda for team meetings will be created at the direction of the Project Manager and will be emailed to all project team members no later than 24 hours prior to the next meeting.
- Project team members should report back to their respective organizations, and should work with their organizations to make sure that the project is successfully completed.
- There will be meaningful executive sponsorship.

The Project team will:

- Identify all activities and tasks related to completing the asset assessment and all associated deliverables.
- Develop an issue tracking mechanism to ensure that all issues are addressed.
- Maintain project information in the specified electronic location.

## **Project Name**

AWIN Three County Pilot project

## **Project Environment**

The scope of this effort is limited to establishment of an interoperable wireless radio network in Craighead, Miller and Lonoke counties in the state of Arkansas. This project will deliver a Project 25 Standards based network to the counties that are participating in the pilot.

## **Project Organization**

The Department of Information Systems will provide Project Management oversight as well as technical support for this project.

## **Project Staff**

**Project Manager** – Overall responsibility for planning, executing, and controlling of the project. Manages all project tasks and issues. Provides status reports to the Program Manager, project sponsors and stakeholders as defined in the projects communication plan.

**County Liaison(s)** – Serves as point-of-contact within each county participating in the pilot project. Provides information about the counties needs, operating locations, and users of the system. Provides access to the technical team and coordinates efforts at the county level.

**Network Technician(s)** – Serves as point-of-contact and coordinates efforts on behalf of AWIN regarding successful delivery of the project. This position would need to be staffed by someone with detailed operational knowledge of the network. Manages assigned project action items and provides status reports to the Project Manager.

**Network Strategist** -- Serves as point-of-contact and coordinates efforts regarding successful delivery of the project. The person(s) filling this position will need to understand the current progress of the network upgrade project, as well as the anticipated future state of the network. Must be able to determine and implement strategies that move the pilot counties and AWIN to the expected future state. Manages assigned project action items and provides status reports to the Project Manager.

## **Project Goals / Objectives / Deliverables**

**Goals #1 –Deliver a fully functional wireless radio system infrastructure based on Project 25 standards to the three pilot counties.**

### ***Objectives***

- Thoroughly assess the needs of each of the pilot counties to determine what exists in the counties, and what needs to be added or upgraded.
- Upgrade the existing county network where necessary to Project 25 standards
- Ensure interoperability of network equipment.

### ***Deliverables***

- County specific requirements document.
- Fully interoperable network in each of the pilot counties.
- Test results

### ***Success Factors***

- Coverage to 97% of the projected coverage area

**Goal #2 -- Identify a repeatable process that can be applied as other counties are integrated into the AWIN system.**

### ***Objectives***

- Ensure that all tasks to build the interoperable radio system are documented.

- Ensure that any plan deviations are thoroughly documented and controlled.
- Identify a method by which the inventory is identified and tracked.

#### ***Deliverables***

- Documented process for integrating AWIN at the county level
- Current inventory of equipment.

#### ***Success Factors***

- Process is followed for subsequent implementations.
- Inventory is (100%) accurate

### **Assumptions and Opportunities**

- All stakeholder organizations will actively participate in the Three County Pilot.
- The Arkansas State Police Network Upgrade is completed and ready to support the counties.
- Resources will be available to complete project activities and tasks.
- Existing data on inventory and vendors will be made available as part of the assessment.
- Turnaround on equipment orders allows for timely implementation
- Resources will be made available to customize a network inventory management system.
- The Project Manager will have sufficient authority necessary to keep the project within scope, time and budget

### **Project Schedule**

The following represents only the high-level milestones for the project. Details of activities and tasks will be addressed in the project work schedule.

Milestones	Target Completion Date
Project Initiation and Planning	08/31/04
Contract Negotiations	07/31/04
Detail Design Review	08/16/04
Project Execution	
Equipment Purchase	12/01/04
Civil Work	09/17/04
Implementation	07/31/05
Training	07/15/05
Cutover	10/15/05
Project Closeout	12/15/05

### **Project Organization**

#### **Program Manager**

Provide executive level support and direction of the AWIN Program. Review and approve recommendations and deliverables. Resolve escalated issues.

**Gary Underwood**, Deputy Executive Chief Information Officer

## **Project Manager**

Overall responsibility for planning, executing, and controlling of the project. Manages all project tasks and issues. Provides status reports to the Program Manager, project sponsors and stakeholders as defined in the projects communication plan

**David Baker**, Department of Information Systems

## **Stakeholders**

Stakeholders have direct influence over the direction of the project and the resources necessary to complete the project. The stakeholders review project related materials assign resources as needed and remove barriers to completion of the project.

### **Agency Directors**

**Doug Elkins**, Executive Chief Information Officer

**Claire Bailey**, Director, Department of Information Systems

**Wayne Ruthven**, Director, Arkansas Department of Emergency Management

**Col. Steve Dozier**, Director, Arkansas State Police

**Richard Weiss**, State CFO/Director, Department of Finance and Administration

Other stakeholders to be considered include state government agencies, and vendors that provide network access for the state.

**Arkansas Wireless Information Network  
Three County Pilot  
Project Charter  
Project Charter Approval**

Name/Organization

Date

  
**Bill Hardin**  
Governor's Office

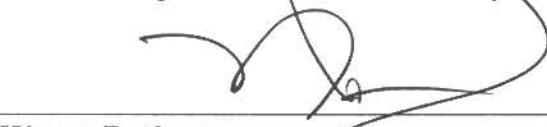
  
August 16, 2004

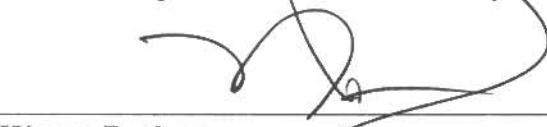
  
**Doug Elkins**  
Executive Chief Information Officer

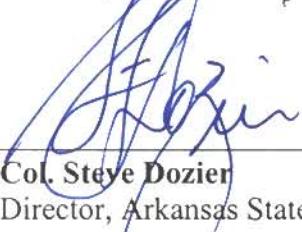
  
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Director, Department of Information Systems

  
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